

City of Greenleaf

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CITY COUNCIL MEETING MINUTES

Regular Session – 7:00pm – 01 October 2024 – Greenleaf City Hall

This meeting can be joined via computer, tablet, or smartphone at:

<https://meet.goto.com/CityofGreenleaf/council-mtg>

Via telephone United States: +1 (571) 317-3112 Access Code: 142-571-637

Agenda:

1. Meeting called to order
2. Pledge of Allegiance
3. Roll Call
4. Comments to the Council
5. Adjustments to meeting agenda [ACTION ITEM]
6. **POLICE AND FIRE REPORTS**
- 6.1 Police Report
- 6.2 Fire Report
7. **AGENDA ITEMS REQUIRING CONTRACT STAFF INPUT**
- 7.1 Public Hearing regarding Resolution #DRAFT 008-FY24 - Adjusting Consolidated Fee Schedule
- 7.2 Consideration of Resolution #DRAFT 008-FY24 - Adjusting Consolidated Fee Schedule [ACTION ITEM]
- 7.3 Discussion and consideration of an Intergovernmental Agreement between Caldwell Rural Fire Protection District (CRFPD) and the City of Greenleaf (CoG) regarding CoG collection of development impact fees for CRFPD [ACTION ITEM] *(Clerk's Note: Continued from the 03 Sep 2024 Council Mtg)*
- 7.4 Consideration of a contractor change order (approximately \$6,700.00, electrical / controls) for the wastewater treatment plant (WWTP) quarter-pivot project [ACTION ITEM]
- 7.5 Discussion regarding the COMPASS Canyon County Local Option Registration Fee Discussion Final Report
- 7.6 Consideration of recommendation from the P&Z for Resolution #DRAFT 009-FY24 - Zoning Map [ACTION ITEM]
- 7.7 Projects Report
- 7.8 Discussion regarding Council Member availability to meet in November 2024
- 7.9 Any other agenda items requiring contract staff input
8. **OTHER REPORTS AND PREVIOUS MEETING MINUTES (CONSENT AGENDA)**
- 8.1 Treasurer's Report and Disbursement List
- 8.2 Public Services Director's report
- 8.3 City Clerk's report
- 8.4 Monthly new construction valuation report
- 8.5 Consideration of consent agenda [ACTION ITEM]
9. **OTHER OLD BUSINESS**
- 9.1 Other Old Business
10. **OTHER NEW BUSINESS**
- 10.1 Other New Business
11. **ADJOURNMENT**
- 11.1 Recess to allow the clerk to finish draft minutes for this meeting, if needed
- 11.2 Consideration of minutes for this meeting [ACTION ITEM]
- 11.3 Adjournment [ACTION ITEM]

1. Meeting called to order

Mayor Brad Holton called the meeting to order at approximately 7:04p, and introduced City Attorney Paul Fitzer with MSBT Law, and City Engineer Devin Krasowski with Civil Dynamics, P.C.

2. Pledge of Allegiance

Brad Holton led those assembled in the Pledge of Allegiance.

3. Roll Call

<input type="checkbox"/> Seat 1: Ryan Schnuerle	X Seat 2: Rob Fisher	X Seat 3: Rachel Brobeck
X Seat 4: Dan Hyer	X Mayor: Brad Holton	<input type="checkbox"/> Impact Area: Liza Warner
Also Present:		
X City Clerk	X Public Services Director	<input type="checkbox"/> Police <input type="checkbox"/> Fire
X City Attorney	X City Engineer	X City Treasurer

4. Comments to the Council - This agenda item is reserved for those wishing to address the Council regarding city-related issues. In order to ensure adequate public notice, Idaho law provides that any item requiring Council action must be placed on the agenda of an upcoming Council meeting, except for emergency circumstances. Comments related to future public hearings should be held for that public hearing, and should not be discussed by Council before the public hearing. Repeated comments regarding the same or similar topics previously addressed are out of order and will not be allowed. Persons wishing to speak will have a maximum of three (3) minutes. Comments regarding performance by city employees are inappropriate at this time and should be directed to the Mayor, either by subsequent appointment or after tonight's meeting, if time permits. Multiple persons speaking to the same concern will be acknowledged, but only one speaker will be allowed.

No one in the gallery chose to address the Council.

5. Adjustments to meeting agenda [ACTION ITEM]

Council discussed adding the CPS sidewalk change order because payment needs to be timely for the contractor. Dan Hyer moved to do so as agenda item #7.95. Rachel Brobeck seconded. The motion received unanimous approval.

6. **POLICE AND FIRE REPORTS**

6.1 Police Report

Please see email from Sgt. Eric Obenchain.

6.2 Fire Report

No written report was available.

7. **AGENDA ITEMS REQUIRING CONTRACT STAFF INPUT**

7.1 Public Hearing regarding Resolution #DRAFT 008-FY24 – Adjusting Consolidated Fee Schedule

Brad Holton opened the public hearing at approximately 7:10a, verifying with the clerk that the public hearing had been noticed. It was noted that no written input from the public had been received.

No one in the gallery chose to speak on the fee schedule.

Brad closed the public hearing at approximately 7:11p.

7.2 Consideration of Resolution #DRAFT 008-FY24 – Adjusting Consolidated Fee Schedule [ACTION ITEM]

Council Paused to review the resolution. Rachel Brobeck moved to approve. Rob Fisher seconded. A roll call vote was requested. The motion was approved with Rob Fisher for the motion, Rachel Brobeck for the motion, and Dan Hyer for the motion.

7.3 Discussion and consideration of an Intergovernmental Agreement between Caldwell Rural Fire Protection District (CRFPD) and the City of Greenleaf (CoG) regarding CoG collection of development impact fees for CRFPD [ACTION ITEM] (Clerk's Note: Continued from the 03 Sep 2024 Council Mtg)

Rob Fisher moved to continue to the next Council meeting. Dan Hyer seconded. The motion received unanimous approval.

7.4 Consideration of a contractor change order (approximately \$6,700.00, electrical / controls) for the wastewater treatment plant (WWTP) quarter-pivot project [ACTION ITEM]

Please see change order documentation for detail. Devin Krazowski noted that the project was bid with draft electrical, this change order reflects actual costs. Devin requested authorization for Mayor's signature once final electrical stamped drawings are available.

Dan Hyer approved Mayor's signature as requested. Rob Fisher seconded. The motion received unanimous approval.

7.5 Discussion regarding the COMPASS Canyon County Local Option Registration Fee Discussion Final Report
Council discussed the report from COMPASS, particularly p. 7 of the report. Consensus was that such an initiative, if pursued, would not be likely to pass.

7.6 Consideration of recommendation from the P&Z for Resolution #DRAFT 009-FY24 – Zoning Map
[ACTION ITEM]

Much discussion occurred, particularly regarding proposed adjustment of r3 to r5. The clerk noted that the wrong map was included in the packet, that the draft from P&Z should show existing neighborhood commercial (NC) near intersection of Peckham and Friends Roads to remain NC, and for Lowel Smith's home on Friends Road to remain r5. It was also noted that underlying parcel mapping is not current. Council Members expressed discomfort with proposed adjustment of current r3 to r5. It was commented that zoning Gem Court r5 makes sense.

Discussion followed regarding Area of Impact (AOI).

Zoning discussion followed, including the concept of specifying on the AOI or future land use planning map for future higher infill density after initial annexation and development, and being specific.

By concurrence the Council sent the map back to the City Engineer to remove additional r5 except for Gem Court, and update, for discussion at next meeting, and potential public hearing in future months.

7.7 Projects Report

Devin reported that the Quarter Pivot pipes are in, electrical will be done this coming week, and pressure test should occur soon. Drinking Water Facility Plan has started. CPS Sidewalk project is mostly done. ADA Ramp project is done except for one ramp that will require CentruyLink/Lumen pylon relocation. Shooting Range Project is in que, but not started yet.

7.8 Discussion regarding Council Member availability to meet in November 2024

By consensus, most Council members appear to be available 12 November and a special session meeting will be called on the 12th.

7.9 Any other agenda items requiring contract staff input

7.95 CPS Sidewalk Project Change Order **[ACTION ITEM]**

Council paused to review the change order paperwork. Rachel Brobeck moved to approve the change order as presented. Rob Fisher seconded. The motion received unanimous approval.

8 **OTHER REPORTS AND PREVIOUS MEETING MINUTES** **(CONSENT AGENDA)**

8.1 Treasurer's Report and Disbursement List

Please see written report for detail. City Treasurer Carrie Huggins highlighted the report for Council. The report is draft, as 30 Sep is the end of the fiscal year and adjustments will be necessary. The draft balance sheet was reviewed. Payment applications approved tonight are included under total accounts payable on p. 3 of the balance sheet. Accounts receivable and accounts payable will be adjusted. The draft profit and loss by class was reviewed, including loss on p. 3 to general, irrigation, and road funds. The sewer and water funds will take a loss upon depreciation. The western alliance will take a small loss, but there are reserves to cover this and this is budgeted. The draft budget vs. actual report was reviewed, with 113% of budgeted direct income received. No funds went over budget in the individual funds.

Taking a loss reflects use of reserves (savings accounts). Please see the FY 2024 Equipment and Project Cost report, which shows what was funded from reserves. The Balance Sheet Prev Year Comparison shows a 5-year comparison. The adjusted checking / savings shows current year reserves are doing quite well after project expense.

Council paused to review the disbursement and VISA reports. There are no new vendors.

8.2 Public Services Director's report

Ruben Flores and Andrew Tuning were available to answer questions. Director Doug Amick is recovering from a medical procedure, and is back part-time. Public Services intends to purchase a pick-up mount snow plow.

It was noted that this is the last week of irrigation. It will likely run through this Sunday until shut off by Boise Project. Mayor recommended shutting off the city's weirs off Monday morning to avoid fish getting into the city system.

8.3 City Clerk's report

Please see written report for detail.

8.4 Monthly new construction valuation report

Please see written report for detail.

8.5 Consideration of consent agenda [ACTION ITEM]

Dan Hyer moved to accept the consent agenda. Rachel Brobeck seconded. The motion received unanimous approval.

9. **OTHER OLD BUSINESS**

9.1 Other Old Business

There was none.

10. **OTHER NEW BUSINESS**

10.1 Other New Business

There was none.

11. **ADJOURNMENT**

11.1 Recess to allow the clerk to finish draft minutes for this meeting, if needed

No recess was taken.

11.2 Consideration of minutes for this meeting [ACTION ITEM]

Dan Hyer moved to approve the minutes. Rachel Brobeck seconded. The motion received unanimous approval.

11.3 Adjournment [ACTION ITEM]

Rachel Brobeck moved to adjourn. Dan Hyer seconded and the meeting adjourned at approximately 9:16p.

Respectfully submitted,

Lee C. Belt
City Clerk
City of Greenleaf

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Materials are available in Spanish upon request.
Los materiales están disponibles en español a pedido.